

**PURCHASE REQUEST**  
**OFFICE OF THE SOLICITOR GENERAL**  
 (Agency)

Department: <b>Administrative Division</b> Section:	PR No. <u>022-11-238 (2023)</u> Date: <u>November 29, 2022</u> SAI No. Date:
--	---

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	<p><b>PROCUREMENT FOR THE SUPPLY OF FUEL FOR THE SERVICE VEHICLES OF THE OFFICE OF THE SOLICITOR GENERAL (OSG) FOR CY 2023</b></p> <p><b>Estimated Volume/Quantity of fuel for the Contract Period</b>                      Diesel: 2,770 liters                      Gasoline: 120 liters</p> <p><b>CONTRACT DURATION AND REQUIREMENTS</b>                      The Contract shall be for a period of <i>twelve (12) months</i> . or until such <b>Contract Price is consumed, whichever comes first</b>, to commence <i>one (1) day after receipt by the Supplier of the Notice to Proceed (NTP)</i>.</p> <p><b>Scope of Services and Deliverables:</b></p> <ol style="list-style-type: none"> <li>1. Fuels to be supplied must conform to the latest Philippine National on Fuel; i.e. ,a ) PNS/DOE QS 008:2018, with Research Octane Number (RON) of 91 minimum for regular grade gasoline and RON of 95 minimum for regular grade gasoline and RON of 95 for premium grade gasoline; and b) PNS/DOE QS 004:2017, with Automotive Diesel Oil (ADO) of 50 for diesel.</li> <li>2. The Supplier must have a service station within the 10-kilometer radius of the OSG. If required under any exigency during fueling, the Supplier shall provide, free of charge, basic services necessary for the maintenance of a vehicle, such as but not limited to, a.) checking of radiator; b.) checking of oil level; c.) checking of brake fluid level; d.) checking of battery; e.) cleaning of wind shield, etc.</li> <li>3. The Supplier must submit the monthly billing statement and detailed transaction report for all OSG vehicles within five (5) working days from the billing cut-off and ensure that the same is consistent with the transaction slips issued by stations and applying to the total bill the discount offered per Supplier's bid.</li> <li>4. The OSG shall submit to the Supplier a list of service vehicles that are covered under the Fuel Supply Contract. The OSG shall be allowed to revise the list of service vehicles to include new vehicles.</li> <li>5. The OSG shall submit to the Supplier the list and specimen signatures of its officers authorized to sign the required PO.</li> <li>6. Availability and replenishment of fuel based on the TOR's estimated volume/quantity.</li> </ol> <p><i>Please see attached Terms of Reference (TOR):</i></p> <ol style="list-style-type: none"> <li>I. Rationale</li> <li>II. Approved Budget for the Contract</li> <li>III. Computation of Lowest Calculated Bid</li> <li>IV. Contract Duration and Requirements</li> <li>V. Basis of Payment</li> <li>VI. Scope of Services and Deliverables</li> <li>VII. Penalties for Breach of Contract</li> <li>VIII. Liquidated Damages</li> <li>IX. Cancellation or Termination of Contract</li> <li>X. Reservation Clause</li> </ol>	1	Php 3,500,000.00 VAT INCLUSIVE	Php 3,500,000.00

OFFICE OF THE  
**SOLICITOR GENERAL**

RF RECEIVED

DEC 01 2022

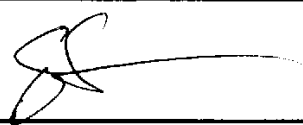
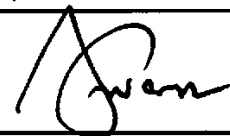
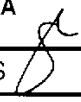
Time: 6:48 PM Date: Jan

Control No.:

**FUNDS AVAILABLE:**

BERNARDETTE M. LIM

DIRECTOR IV

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
		Attached: Memorandum from ASG Maria Hazel P. Valdez-Acanfilado, TWG Chairperson and Approved Terms of Reference (TOR) from the Technical Working Group for the Procurement of Fuel for OSG Vehicles			
Amount in Words:	<b>Three Million Five Hundred Thousand Pesos Only</b>				<b>Php 3,500,000.00</b>
Purpose:	<b>For Bidding (Early Procurement Activity for FY 2023)</b>				
Prepared By:		Recommending Approval:		Approved by:	
					
<b>SHERA JANE B. SOLON</b>		<b>EDITHA R. BUENDIA</b>		<b>MENARDO I. GUEVARRA</b>	
Administrative Officer V		Director IV, HRMAS 		Solicitor General	